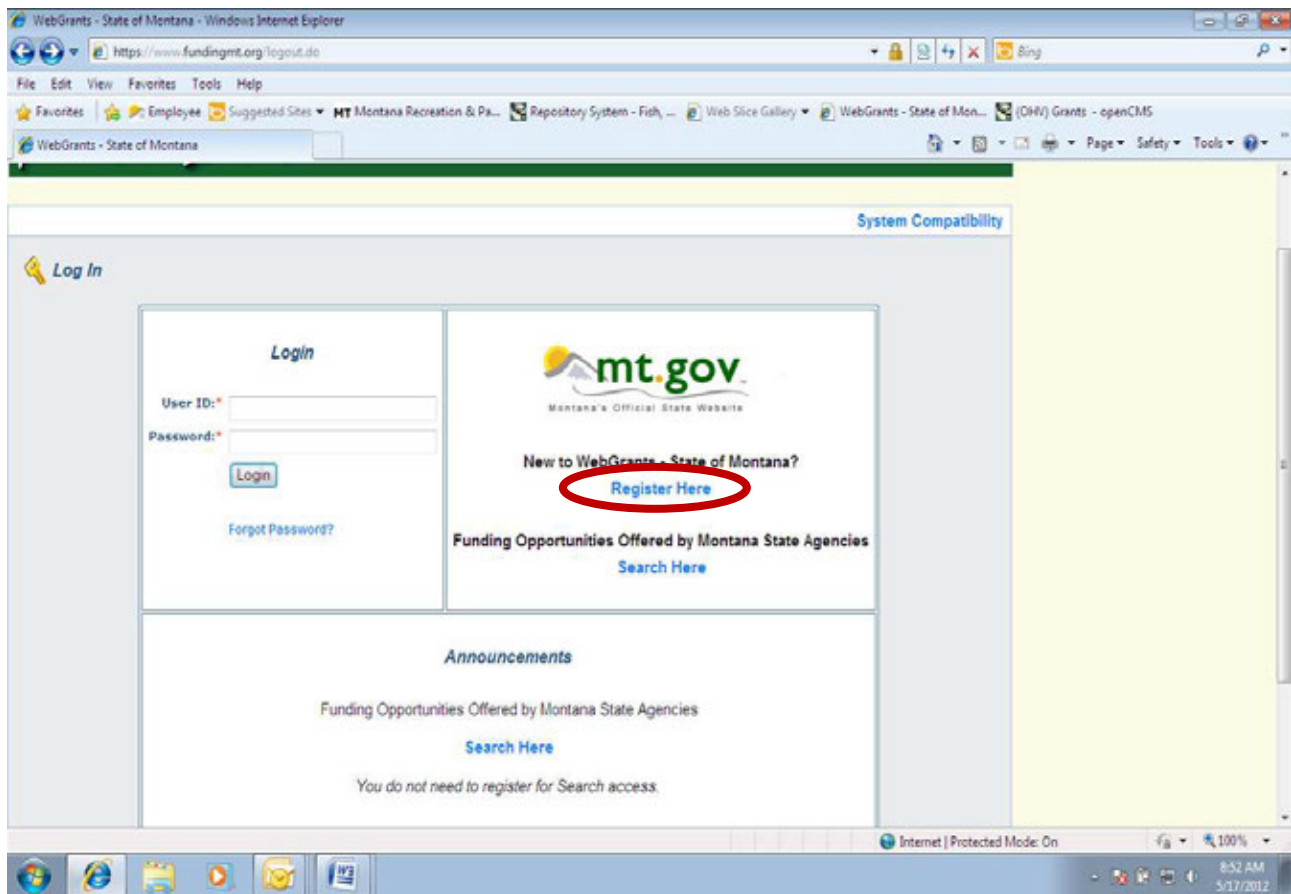


WebGrants Registration Instructions

Read ALL instructions before registering!

Go to the following website <https://fundingmt.org> to register yourself and the organization you work for and click on “Register Here”. If there are multiple people working for the same organization that have applied for the Off-Highway Vehicle Program, **only** enter the primary contact person for that organization. Additional people can be added to the organization after the primary contact person gets the login information from the system.



STEPS TO REGISTER

Personal Information

- Enter the business contact information for the main contact for your organization. Correspondence will be directed to this person.
- What Agency's Grant Programs are you most interested in?:** use the drop down menu and choose Department of Fish, Wildlife & Parks

Organization Information

- Enter the Organization's name – use your specific government or business name – this name will appear on your documents
- Organization Type:** Use the drop down menu and choose Non-Profit Organization, or your specific government entity
- Enter Organization Website (optional)
- Enter Organization address, phone and fax numbers
- Click the Register button

SUBMITTED REGISTRATION REQUEST PROCESS

- a) You will receive an email indicating you have successfully submitted your registration but this registration is pending approval

SAMPLE

**** Do Not Respond to This Email ****

Dear John Doe,

Thank you for registering. Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.

Thank you for your patience.

- b) The request is forwarded to the Department of Fish, Wildlife & Parks for approval
c) Upon approval the WebGrants software creates a user id and password
d) You are notified by email of your approved status and provided your user id and password. The user id is the first initial of your first name, your entire last name and a number (for example John Doe would be jdoe1). Password is case sensitive.

SAMPLE

**** Do Not Respond to This Email ****

Dear John Doe,

Your new registration with the WebGrants grants management system has been Approved.

Your user id and password are below:

User id: jdoe1

Password: abcdef123

You may now log into the WebGrants system at the following location:

www.fundingmt.org

After you login for the first time, reset your password by selecting "My Profile" then "Reset Password"

- e) Log on to www.fundingmt.org
- f) Reset password

